

A M E N D M E N T

Vacancy Announcement #P00-270LGG

VACANCY ANNOUNCEMENT

POSITION: Criminal Investigator, GS-1811-14
(Program Manager) **OR**

Alcohol, Tobacco and Firearms Specialist, GS-1854-14
(Program Manager)

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Assistant Director - Liaison and Public Information
Liaison Division
Washington, DC

OPENING DATE: July 5, 2000 **CLOSING DATE:** August 1, 2000

**AREA OF
CONSIDERATION:**

This hereby **AMENDS** VA#P00-270LGG to read as follows:

OPENING DATE: July 18, 2000 **CLOSING DATE:** August 13, 2000

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, RELIGION, SEXUAL ORIENTATION, MARITAL STATUS OR ANY OTHER NONMERIT REASON.

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POSITION: Criminal Investigator, GS-1811-14

(Program Manager) **OR**

Alcohol, Tobacco and Firearms Specialist, GS-1854-14
(Program Manager)

NOTE: More than one selection may be made from this announcement

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Liaison & Public Information
Public Information Division
Washington, DC

OPENING DATE: July 18, 2000 **CLOSING DATE:** August 14, 2000

AREA OF
CONSIDERATION: Bureau-wide

BRIEF DESCRIPTION OF DUTIES: The incumbent functions as policy developer and manager for a critical Bureau law enforcement program, function, or operation. Serves as an expert authority on broad law enforcement issues within ATF's jurisdiction. Projects in which the incumbent will perform include major law enforcement programs of the Bureau and associated activities in other law enforcement agencies. Provides professional leadership and guidance in extending, improving, and monitoring existing programs and devising, developing, and implementing innovative changes and long term improvements.

QUALIFICATION REQUIREMENTS: All applicants must have had one (1) year of specialized experience equivalent to the GS/GM-13 grade level in the Federal service.

Specialized Experience for the GS-1811:

Experience which is in, or directly related to, the investigation of criminal violations that provided the specific knowledge, skills, and abilities to successfully perform the duties of the position. Examples of qualifying experience include:

- Leadership of, or membership in, a military intelligence or criminal investigative team or component in which the principal duties consisted of security investigation, intelligence gathering, or criminal prosecution.
- Analyzing or evaluating raw investigative data and preparing comprehensive written investigative reports.
- Investigating criminal cases requiring the use of recognized investigative methods and techniques and that may have included appearing in court to present evidence.
- Supervising or conducting interviews or interrogations that involved eliciting evidence, data, or surveillance information.
- Law enforcement work in which 50 percent or more of the time involved criminal investigations requiring the use of surveillance, undercover, or other criminal detection methods or techniques.

NON-QUALIFYING EXPERIENCE: Experience that did not require the application of investigative techniques is not qualifying. This would include routine police or guard work involving traffic patrol, control of access to buildings, or similar duties.

Specialized Experience for the GS-1854:

Experience which demonstrates knowledge of at least one of the following areas:

- Federal laws and regulations regarding the production, processing, storage, distribution, and tax system of distilled spirits, wine, beer, alcohol products, and the manufacture, distribution, and transfer of firearms and explosives
- Equipment, operations, records, and processes at distilled spirits plants, wineries, breweries, or tobacco products factories, and used in the firearms and explosives manufacture and distribution trade.
- Principles and practices of accounting or auditing (less than full professional knowledge).
- Inspection or investigative techniques.

In addition to the knowledge described above, applicants must have demonstrated ability in ALL of the following areas:

- Ability to recognize situations where tax revenue may be endangered.
- Ability to solve problems and devise techniques for accomplishing work objectives where few precedents or guidelines are available.
- Ability to deal with others with poise, tact and good judgment.
- Ability to organize information and communicate it orally and in writing.

EVALUATION METHODS: No written test is required. Status applicants will be evaluated and given points on relevant experience; formal college level education; training and awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence of each of the factors and show how and when the were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Demonstrated knowledge and experience in a wide range of professional investigative, technical and scientific law enforcement techniques and procedures.
2. Ability to apply a comprehensive knowledge of ATF's law enforcement activities.
3. Skill and ability in coordinating field components concerning law enforcement activities.
4. Ability to formulate program concepts, design projects, and implement procedures and initiatives.
5. Ability to make written and oral presentations to convey findings of studies.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☐ A pre-employment drug test is required.
- ☐ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.

- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☐ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
- ☐ Subject to a supervisory/managerial probationary period.
- ☒ Promotion Potential: None. Position is at the full performance level.
- ☐ Applicants must possess a valid motor vehicle license.
- ☒ Applicants must display required proficiency with firearms, as described in ATF Order 3000.8, "ATF Firearms Policy". (GS-1811 Applicants Only)
- ☐ Other: _____

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. All applicants will be notified by the Personnel Division upon completion of the selection process.
3. Applications must be received by the closing date of this announcement.

HOW TO APPLY

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through the Internet (WWW.USAJOBS.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement of the vacancy for which you wish to considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions,
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

- B. Additional information/completed forms should be submitted, if checked.

- ☒ Written response to the Supplemental Experience Statement.
- ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD-214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts or lists of college courses.
- ☒ Race and National Origin Identification Form (Optional). Information submitted will be used for statistical reports only.
- ☒ OPM Form 306, Declaration for Federal employment.
- ☐ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Points for the performance evaluation will be based on one of the following:
(1) the most recent performance appraisal rating of record which is not the subject of a discrimination challenge, or (2) the three most recent

performance appraisal ratings of record which are not the subject of any discrimination challenges. If you choose to submit your last three appraisals, they will be averaged to arrive at a single score.

- ☒ Current/former Federal employees: SF-50 reflecting competitive status.
- ☐ Applicants with disabilities or veterans eligible for non-competitive appointment: Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☐ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within the past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class. (For status consideration only.)
- ☐ Other: _____

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Position Management Branch
Room 4350
Attention: LaTonya Gamble
650 Massachusetts Avenue, NW
Washington, DC 20226
(202) 927-8630 TDD users call (202) 927-7964

NOTE: The Bureau of Alcohol, tobacco and Firearms provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

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